Nebraska Department of
REVENUE
www.revenue.ne.gov

NEBRASKA ELECTRONIC REPORTING SYSTEM

EFT DEBIT USER GUIDE

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Nebraska Electronic Reporting System
EFT Debit Procedures

NOTE: These procedures have changed. The department has changed data collection providers, so please review these instructions carefully.

This booklet contains instructions for making payments through the Internet or by a touchtone telephone call. Reference the instructions for the payment method you choose. Gather all needed payment information, and proceed to initiate your payment.

The following are procedures for making Electronic Funds Transfer (EFT) payments to the Nebraska Department of Revenue using the Debit EFT payment option. Instructions are provided for originating your payments via the Internet or by telephone. The Nebraska E-pay System is available 24 hours per day, 365 days per year to take your payment information.

Getting Set Up

You no longer have to register for EFT or submit a form to the Department prior to making a payment.

Timely Payments

To be considered timely, an EFT tax payment must be initiated on or before the Timely Filed Date.

> **"Initiated"** means that you successfully complete your payment authorization via the Internet or telephone before 5:00 p.m. Central Time on the Timely Filed Date, or any time up to 365 days prior to the Timely Filed Date.
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> **"Timely Filed Date"** is the tax due date adjusted for weekends and holidays. If the Statutory due date falls on a Saturday, Sunday or a legal holiday, the Timely Filed Date becomes the next state business day. These dates are listed for you in the Nebraska Electronic Reporting Schedule that can be viewed at www.revenue.ne.gov. Click on "Make a Payment Electronically", then on "Electronic Reporting Schedule." If you do not have Internet access, a paper copy will be provided upon request.
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> **"Scheduled Payment Date"** is the date you want your payment debited from your account. It cannot be the same day that you initiate your payment. It must be a future date and can be no later than the first business day following the Timely Filed Date in order to avoid penalty and interest.

If you discover late on the due date that you have not made arrangements for your EFT payment, your choices are to make payment by credit card, by check, or by money order. If you are mandated to pay by EFT, and you pay by check or money order, you will be assessed a penalty of $100. If sending a payment by mail, include with your check a typed or hand-written statement indicating what tax is being paid, your Nebraska ID number, the amount remitted, and the period ending date. Your check needs to be postmarked by midnight of the due date to be timely.

E-pay Tax Types

Only Tax Types that are supported by the Nebraska EFT Program will be eligible for electronic payments. These include the following:

04100	Sales and Use Tax payment, corresponding to Nebraska Form 10.
04400	Retailer's Use Tax payment, corresponding to Nebraska Form 10.
04500	Business Consumer's Use Tax payment, corresponding to Nebraska Form 2.
04700	County Treasurer's Sales Tax payment, corresponding to Nebraska Form 9.
01100	Withholding Tax payment, corresponding to Form 501N, 941N or W-3N.
02000	Corporate Income Tax outstanding balance payment, corresponding to Form 1120N, Form 1120NF, 1120-SN, 1120XN, 1120XNF, or a Balance Due Notice.
02100	Corporate Estimated Tax payment, corresponding to Form 1120N-ES or 1120NF-ES. (Use year-end month for tax period.)
02300	Corporate Extension payment, corresponding to Form 7004N.
05000	Motor Fuels payment (All Tax Types)

Confirming Your Entries in E-pay

The E-pay system will provide you with a Confirmation Number each time you complete a transaction. This is a unique number assigned to all one-time payments when they are initiated, edited, or cancelled. You should always record your Confirmation Number for each transaction you initiate.

Special Instructions for Corporate EFT Taxpayers

If you are not certain what to use when indicating your Tax Period Ending Date, you can determine it from the address block on your Nebraska Corporate Income Tax booklet or postcard. Your address block displays your Month Accounting Period Ends on the first line. See the diagram below. Always use this month when indicating your Tax Period Ending Date.

State ID	Reporting ID	Reporting Code	Tax Cat	Month Period Ends
123456789	123456789	1	24	11

ABC COMPANY
1234 MAIN ST
ANYTOWN NE 68516

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INTERNET INSTRUCTIONS FOR ALL TAX PAYMENTS

ALL first-time users will have their Password set to equal their State ID. If you have not changed your temporary Password from your State ID to a 4-16 digit number of your choice, you will be required to do so when you first use the E-pay system.

If you have forgotten your Password, call our EFT Helpline at 1-800-433-8631 during business hours and request that a new Password be assigned to you. Write down your new Password and keep it in a secure place. (The Nebraska Department of Revenue does not keep a record of your Password.)

The E-pay system provides you with much more control over your payment initiation and account maintenance than before. You now can easily review your payment history and your pending payments. You can set up your own bank account information, and you can use more than one bank account. Here are some general instructions on how to use E-pay.

1. **Computer Requirements**: To utilize this site, you will need either Netscape Navigator 7.0 (or higher) or Microsoft Internet Explorer 6.0 (or higher). Also, your browser must be enabled for both Java Script and Cookies. To enable your browser for JavaScript or Cookies, please consult your browser documentation.

2. **Log-In Screen**: Go to our Web site at **http://www.revenue.ne.gov** and click on the Make a Payment Electronically button. You will be redirected to a page with a "Make a Payment" button. Clicking on this directly takes you to a Log-In screen. On the Log-in screen, enter your Nebraska ID Number and your Password (also called a PIN), and click on "Log In." NOTE: **First-time users should enter your State ID as your Password.** Your Password will be disabled after three incorrect tries.

3. **Change Password Screen**: **If this is the first time you use the E-pay system, after you complete your login, you will be required to change your Password on the Change Password screen.** This screen will require you to enter your old Password (Password used on the Log-in page), your new Password, and then re-enter your new Password to confirm it. Once E-pay accepts your new Password, it will display **Change Password Complete Screen** that confirms the change.

4. **Main Menu Screen**: If this is the first time you use the E-pay system, you will next be presented with the Main Menu Screen. On this screen you can choose the following menu options:

   - **Make a Payment** (Make a payment from a specified account). This button allows you to initiate a one-time payment.

- **Manage Accounts** (Add, edit, and delete your accounts). This button provides a list of your saved bank accounts. From this screen you can Add, Edit, or Delete accounts.

- **Pending Payments** (View, edit and delete your pending payments). This button provides a list of payments you have initiated that are scheduled to be processed in the future. From this screen you can View, Edit or Cancel (Delete) your pending payments.

- **Payment History** (View your payment history). This button provides a list of payments that have been processed or cancelled. From this screen you can select a confirmation number to view additional information about the payment.

5. **Make a Payment – Tax Type Code Selection**: If this is not your first time to use the E-pay system, after you complete your login or if you select "Make a Payment" from the Main Menu, you will be presented with a Make a Payment screen. (If you want to access the Main Menu, click on the "Back Button" on your browser.) If you make payments to the Department for more than one of the Tax Types listed above, on the Make a Payment screen, you will find a drop down box that allows you to select *only* the Tax Types you are eligible to pay by EFT. If you make payments for only one of these Tax Types, no drop down box is provided since the E-pay system knows what tax you are paying.

6. **Make a Payment – Payment Type Selection**: After selecting a Tax Type, the E-pay system will display a screen that allows you to select a single payment (sometimes referred to as an electronic check).

   - Single Payment Option: This option on the Main Menu allows you to schedule a single payment.

7. **Make a Payment – Payment Amount, Date and Tax Period**: After selecting the Payment Type Option, the system will display a Make a Payment screen. Your Nebraska ID Number will be displayed at the bottom of the screen for you to verify.

   - Under Payment Information, there will be text entry boxes for you to enter your Payment Amount and Scheduled Payment Date. The Scheduled Payment Date is the date the payment is debited from your bank account.

   - Under Payment Details, there will be a text entry box for you to enter your Tax Period End Date. This date must be entered without slashes in, month, day, year format (MMDDYYYY). Month, January (01) through September (09), and Year numbers beginning with zero, must be entered with a leading zero. Days 01 through 09 must also be entered with the leading zero.
   - Under Account Selection, if you have previously set up a bank account in E-pay, you have the option of selecting it, or you can enter new bank Routing Number and Account Number. When done, click on "Continue."

8. **Verify Payment**: Next a screen will be displayed that shows your payment information. Review what you have entered. If you need to make changes, click on the "Back" button

on your browser to return you to the Make a Payment screen. If OK, enter your e-mail address and click on the box where it says “I accept the Terms and Conditions”, and then on the “Confirm” button. **Once you have clicked the “Confirm” button, your payment has been sent to the E-pay system. If you have made an error, return to the Main Menu, click on “Pending Payments” and follow instructions for editing or cancelling your payment.**

9. **Payment Confirmation**: Once you have clicked on the “Confirm” button, the E-pay system will display details of the payment you just entered. Included on this page is your Confirmation Number. Print this page or otherwise record your Confirmation Number for your records. When done, click on the “Exit” button in the top right corner of the E-pay screen.

Nebraska Electronic Tax Reporting System

TELEPHONE INSTRUCTIONS FOR ALL TAX PAYMENTS

Making a Payment. The following illustrates the steps you will take to initiate a payment after calling the E-pay Telephone system. **Please note, the voice recordings you hear change depending on actions you take and whether or not you have previously made a payment.**

After successful entry of User ID and password, you will be presented with the main menu which includes 'Make Payment.' You will be prompted to enter your Tax Type Code. (See page 4 for a list of valid Tax Type Codes.)

Next, you will be prompted to enter the Payment Amount. If you enter a valid amount, you are then read the next available payment date. If you wish to warehouse your payment, you will be prompted to enter 1 to make the payment on the next available settlement date, or to enter 2 to choose a different payment effective date. If you select a different payment effective date, you will be prompted to enter it. The date entered is checked to ensure that it is a valid date, not a weekend or holiday, and that it is before the latest available warehousing date.

If you have previously made a payment using the Telephone option, the E-Pay system will read the last four digits of the payment account used for the most recent transaction, and ask if you would like to use this account to make the payment, or if you would like to use different account information to make the payment. All the payment information is then read back to you for verification. You then have the option to confirm the payment or make edits. If you confirm the payment, a message including a unique confirmation number is read to you.

Review a Payment. You have the option to hear details regarding pending payments that were initiated via the Telephone option. To hear details of a pending payment, select "Review, Edit, or Cancel a Pending Payment" from the Main Menu. You will then be prompted to enter the numeric portion of the confirmation number or to select the payment from a list. Once a pending payment has been selected, you will hear the details of the payment. Please note that payments that have been already processed cannot be reviewed on the Telephone option.

Edit a Payment. You have the option to edit pending payments that were initiated using the Telephone option. This includes warehoused e-check payments that have not reached the scheduled payment date 5:00 cut-off time. To edit a payment, select 'Review, Edit, or Cancel a Pending Payment' from the main menu. You will then be prompted to enter the numeric portion of the confirmation number or to select the payment from a list. Once a pending payment has been selected, you will hear the details of the payment and be provided the option to edit or cancel the payment.

Cancel a Payment. You have the option to cancel pending payments that were initiated using the Telephone option. This includes warehoused e-check payments that have not reached the scheduled payment date 5:00 cut-off time. To cancel a payment, select 'Review, Edit, or Cancel a Pending Payment' from the main menu. You will then be prompted to enter the numeric portion of the confirmation number or to select the payment from a list. Once a pending payment has been selected, you will hear the details of the payment and be provided the option to edit or cancel the payment.

Warehouse a Payment. This feature allows you to schedule a payment up to 365 days in the future from the date that the payment was initiated. Payment warehousing typically reduces the number of late payments, as it allows you to schedule future payments instead of having to remember to make the payment closer to the due date.

Edit Bank Accounts. If you need to change the bank account your payment is debited from, you can edit the account at any time by selecting "Edit Account" from the main menu. You will be provided a list of your saved accounts and prompted to select the account you wish to edit. Once the account is selected, you will be provided a list of the attributes you can change and prompted to select the attribute you wish to change. After a change is made, you are provided the opportunity to make additional changes to the account.

Nebraska Electronic Tax Reporting System

TOUCHTONE TELEPHONE INSTRUCTIONS FOR ALL TAX PAYMENTS

MAKE A PAYMENT

NOTE: The department has contracted with a new data collection provider. The Telephone Touchtone instructions have changed.

YOUR CALL MUST BE COMPLETED BEFORE 5:00 P.M. CENTRAL TIME ON OR BEFORE THE TIMELY FILED DATE. IF A STATUTORY DUE DATE FALLS ON A WEEKEND OR A LEGAL HOLIDAY, THE TIMELY FILED DATE BECOMES THE NEXT STATE BUSINESS DAY.

Before calling, have ready your State ID Number, your password, the Tax Type you are reporting, the Tax Period Ending Date, the Amount to be debited, and the Scheduled Payment Date. The instructions below show caller responses where no entry mistakes are made. Separate instructions are used when an entry is invalid. In this case, follow directions as provided. **Once you are prepared with all needed information, call 1-800-232-0057 and follow these instructions:**

SYSTEM: "Welcome to the Nebraska Electronic Tax Reporting system. Please listen carefully because the options have changed. Attention new users: You must enter your Nebraska State ID as your password the first time you log into this system. To make a payment, you will need your checkbook ready. Please enter your Nebraska ID Number, followed by the pound sign (#).

CALLER: *Enters Nebraska State ID followed by the pound sign.*

SYSTEM: Please enter your Password followed by the pound sign. First time customers should enter their Nebraska ID Number followed by the pound sign.

CALLER: *Enters Password followed by the pound sign.*

SYSTEM: At any point during this call, to return to the main menu, press 7, to quit, press 9, or to talk to an operator, press 0. To make a payment, press 1. To end this call, press 9.

CALLER: *Enters '1' to make a payment.*

SYSTEM: Please enter the Tax Type Code.

CALLER: *Enters their Tax Type. (Choose from the following)*

04100 *= Sales and Use Tax, corresponding to Nebraska Form 10.*
04400 *= Retailer's Use Tax, corresponding to Nebraska Form 10.*
04500 *= Business Consumer's Use Tax, corresponding to Nebraska Form 2.*
04700 *= County Treasurer's Sales Tax, corresponding to Nebraska Form 9.*
01100 *= Withholding Tax, corresponding to Form 501N, 941N or W-3N.*
02000 *= Corporate Income Tax outstanding balance, corresponding to Form 1120N, Form 1120NF, 1120-SN, 1120XN, 1120XNF, or a Balance*

Due Notice.

02100 *= Corporate Estimated Tax, corresponding to Form 1120N-ES or 1120NF-ES. (Use year-end month for tax period.)*

02300 *= Corporate Extension payment, corresponding to Form 7004N.*

05000 *= Motor Fuels payment (All Tax Types)*.

SYSTEM: You have selected to make a payment for [repeat Tax Type]. If this is correct, press 1. To make changes, press 2.

If you are new to the E-pay system or you are making a one-time payment (where E-pay does not know your banking information, you will be prompted to enter your Bank Routing Transit Number and Account Number as shown below. Otherwise, you will be asked to pick a bank account you previously set up or enter a new one.

SYSTEM: You will now enter your bank account information. Please enter your bank's nine-digit Routing Transit Number. This can be found in the lower left-hand corner of your check

CALLER: *Enters nine-digit Routing Transit Number.*

SYSTEM: Please enter your bank account number, followed by the pound sign.

CALLER: *Enters bank account number.*

SYSTEM: You entered [system repeats bank account number]. If this is correct, press 1. To make changes, press 2.

CALLER: *Presses 1 if no change.*

SYSTEM: If this is a checking account, press 1. If this is a savings account, press 2.

CALLER: *Presses either 1 or 2.*

SYSTEM: If this is a personal consumer account, press 1. If this is a business account, press 2.

CALLER: *Presses either 1 or 2.*

SYSTEM: Enter the amount you wish to pay in dollars and cents, followed by the pound sign. You must enter cents even if you are paying a whole dollar amount.

CALLER: *Enters the amount to be debited from their account.*

SYSTEM: You entered [system repeats payment amount]. If this is correct, press 1. To change the amount, press 2.

CALLER: *Presses either 1 or 2.*

SYSTEM: Please enter Tax Period End Date by entering the 2-digit month, followed by the 2-digit day, followed by the 4-digit year. For example, June 30, 2008 would be 06302008.

CALLER: *Enters the Tax Period End Date in MMDDYYYY format.*

SYSTEM: You entered [system repeats tax period end date]. If this is correct, press 1. To change this date, press 2.

CALLER: *Presses either 1 or 2.*

SYSTEM: The first day you can submit this payment on is [first payment date]. To select this date, press 1. To select a future date, press 2.

If CALLER presses 2:

SYSTEM: Select your payment date by entering the 2-digit month, followed by the 2-digit day, followed by the 4-digit year.

CALLER: *Enters scheduled payment date.*

SYSTEM: You have entered a payment date of [repeat payment date]. To continue, press 1. To select a different date, press 2.

CALLER: *Presses either 1 or 2.*

SYSTEM: You entered a payment of [repeat payment amount]. This payment will be debited from your [checking or savings] account ending in [repeat last 4 digits of your bank account] on [repeat payment date]. To confirm this payment, press 1. To make changes, press 2. To cancel this payment and end the call, press 9.

CALLER: *Presses 1, 2 or 9.*

SYSTEM: Thank you for your payment. Please retain the following confirmation number for your records. Your confirmation number is [system reads confirmation number]. To repeat your confirmation number, press star (✱). To return to the main menu, press 7. To end this call, press 9.

Nebraska Electronic Tax Reporting System

OPERATOR ASSISTED TELEPHONE INSTRUCTIONS FOR ALL TAX PAYMENTS

MAKE A PAYMENT

THESE INSTRUCTIONS APPLY WHEN MAKING AN EFT DEBIT TAX PAYMENT TO THE NEBRASKA DEPARTMENT OF REVENUE. NOTE: YOUR CALL MUST BE COMPLETED BEFORE 5:00 P.M. CENTRAL TIME ON OR BEFORE THE TIMELY FILED DATE. IF A STATUTORY DUE DATE FALLS ON A WEEKEND OR A LEGAL HOLIDAY, THE TIMELY FILED DATE BECOMES THE NEXT STATE BUSINESS DAY.

Before calling, have ready your State ID Number, your password, the Tax Type you are reporting, the Tax Period Ending Date, the Amount to be debited, and the Scheduled Payment Date. **It is important to provide the operator with a complete Period Ending Date, including month, day and year in MMDDYYY format. Once you are prepared with all needed information, call 1-800-232-0057 and follow these instructions:**

NOTE: USE THE TOUCHTONE TELEPHONE INSTRUCTIONS ON THE PRECEDING PAGES AS A REFERENCE FOR OPERATOR-ASSISTED PAYMENT SCHEDULING.

Making a payment - When you speak with an operator to make a payment, the operator will ask you for your Nebraska State ID in order to continue. If you have previously utilized the E-pay system and have a stored bank account, the operator will require you to provide the last four digits of the account in order to use the stored bank account. If you have not used the E-pay system previously, or have no stored accounts, the operator will allow you to make a payment with the account you provide. **For security reasons, you cannot make a payment with a stored account unless you provide the last four digits of the account.**

Cancel/Edit a payment – You are required to provide either your Confirmation Number for the payment or the last four digits of the bank account that was used for the payment.

Reset Password/Unlock Account – You are required to provide information regarding a recent payment such as a confirmation number, amount, or the last 4 digits of your bank account in order to reset a password.